



Los Angeles County AUDIT COMMITTEE

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August 24, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

COMMISSION REVIEW PROCESS – SUNSET REVIEW OF THE EMERGENCY PREPAREDNESS COMMISSION FOR THE COUNTY AND CITIES OF LOS ANGELES

(ALL DISTRICTS AFFECTED) (3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

Extend the sunset review date for the Emergency Preparedness Commission for the County and Cities of Los Angeles to June 1, 2008.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

On December 1, 1994, the Audit Committee submitted its initial report in response to your Board's instruction to review the effectiveness of County commissions, committees and task forces defined under Chapter I and IV of the Los Angeles County Committee Book. Consistent with your Board's instructions, the Audit Committee is submitting the results of the evaluation of Emergency Preparedness Commission for the County and Cities of Los Angeles (EPC) performed by the Auditor-Controller, and recommendations from the Audit Committee for further action by your Board.

The EPC was first created in 1961 to promote emergency preparedness as a high priority in Los Angeles County and to encourage disaster planning and training among the cities within the county. Since its creation, the EPC has helped to develop better cooperation and communication between localities and state and federal agencies. The EPC's mission is to increase Countywide preparedness for all emergencies and disasters. The commission works closely with schools, cities, the private sector, community-based organizations, and the disabled community to integrate their issues into emergency planning improvements.

The EPC's duties include:

- Consult with the County, cities, and other public authorities to coordinate the development of Countywide emergency and disaster plans and programs.
- Consider and recommend to the Board and the governing bodies of cities and other operating authorities within the County, programs and policies to establish and maintain emergency and disaster preparedness programs.
- Consider and recommend emergency and disaster preparedness programs and policies within the County to non-governmental organizations and to appropriate State and federal agencies and public and private organizations.
- Recommend that the proper authority promote more training and education programs in all phases of emergency and disaster preparedness within the jurisdiction represented by the EPC or in conjunction with the State or federal emergency or disaster agencies, or both.

During this review period, the EPC's accomplishments included:

- Recommended that the Los Angeles County Office of Education (LACOE) and other school districts distribute the "Quick Response Threat Management Procedure" guidebook to schools throughout the County. This guidebook provides administrators with information on how to handle threats to employees or students. As a result, LACOE disseminated copies to school administrators at workshops and meetings throughout the year. In addition, several hundred copies of the guidebook were requested and sent to districts outside the County.
- Sponsored or co-sponsored annual seminars and ongoing workshops for hundreds of individuals. Topics included the exploration of California disaster preparedness, response, recovery, and mitigation issues; the Homeland Security threat assessment from federal, State, and local levels; and the detailed reviews of two New York educators on what happened before, during, and after September 11, 2001.
- Began a multi-year outreach program to help jurisdictions identify and use the Internet and other technological tools in planning for emergencies. The EPC worked in conjunction with the OEM, the Governor's Office of Emergency Services, and Disaster Management Area Coordinators (DMACs) as well as other State and local agencies. In addition, the EPC set up its own website to act as a resource guide and link for other organizations.

FISCAL/FINANCIAL IMPACTS:

The EPC is a non-budgeted commission and all appointees serve without compensation and each member donates the time of one or more of their personal staff to assist with the completion of projects. The Office of Emergency Management (OEM) provides staff support to the Commission. OEM estimates staff support and supplies costs are \$48,600 per year to support EPC.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The Commission was created by Chapter 3.22 of the Los Angeles County Code, and continued by Board Order No. 11 of January 3, 1995 and Board Order No. 15 of June

25, 1996. Board Order No. 90 of April 3, 2001 and Board Order No. 62 of April 10, 2001 Ordinance No. 2001-0038.

The EPC consists of nine members, three appointed by the Board (nominated by the Chief Administrative Officer), three appointed by the Mayor of the City of Los Angeles, and three appointed by the President of the Los Angeles County Division of the League of California Cities. Commission Members have knowledge or experience in disaster and civil defense activities.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

Extending the sunset review date for the Commission will allow it to continue to pursue all appropriate avenues to carry out the goal of countywide preparedness for all types of emergencies and disasters; and to support and promote emergency planning improvements, simplification, and standardization of safety equipment and emergency management systems.

Respectfully submitted,



LOUISA OLLAGUE
Chairperson, Audit Committee

LO:ml:kw

cc: Chief Administrative Officer
Commission Services
Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller
Emergency Preparedness Commission for the County and Cities of Los Angeles



**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 525
LOS ANGELES, CALIFORNIA 90012-2766
PHONE: (213) 974-8301 FAX: (213) 626-5427

J. TYLER McCaULEY
AUDITOR-CONTROLLER

July 29, 2004

TO: Audit Committee

FROM: J. Tyler McCauley *JTM*
Auditor-Controller

SUBJECT: **SUNSET REVIEW FOR THE LOS ANGELES COUNTY EMERGENCY
PREPAREDNESS COMMISSION**

RECOMMENDATION

The Audit Committee recommend to the Board of Supervisors (Board) that the Los Angeles County Emergency Preparedness Commission's sunset review date be extended to June 1, 2008.

BACKGROUND

The Emergency Preparedness Commission (EPC or Commission) was created by the Board pursuant to Chapter 3.22 of the Los Angeles County Code. The most recent renewal was approved by the Board at its April 3, 2001 meeting.

The EPC's mission is to increase Countywide preparedness for all emergencies and disasters. The Commission works closely with schools, cities, the private sector, community-based organizations, and the disabled community to integrate their issues into emergency planning improvements.

The EPC's duties include:

- Consult with the County, cities, and other public authorities to coordinate the development of Countywide emergency and disaster plans and programs.
- Consider and recommend to the Board and the governing bodies of cities and other operating authorities within the County, programs and policies to establish and maintain emergency and disaster preparedness programs.
- Consider and recommend emergency and disaster preparedness programs and policies within the County to non-governmental organizations and to appropriate State and federal agencies and public and private organizations.

"To Enrich Lives Through Effective and Caring Service"

- Recommend that the proper authority promote more training and education programs in all phases of emergency and disaster preparedness within the jurisdictions represented by the EPC or in conjunction with the State or federal emergency or disaster agencies, or both.

The EPC consists of nine members, three appointed by the Board (nominated by the Chief Administrative Officer), three appointed by the Mayor of the City of Los Angeles, and three appointed by the President of the Los Angeles County Division of the League of California Cities. Commission members have knowledge or experience in disaster and civil defense activities. Members do not receive compensation.

The EPC meets eleven times a year. From July 1, 2000 to March 31, 2004 the EPC held 42 meetings with an average attendance of 6.7 (74%) members. The Office of Emergency Management (OEM) provides staff support to the Commission. The OEM estimates it incurs \$48,600 in costs (staffing and supplies) per year to support the EPC.

JUSTIFICATION

The EPC performs a vital function by providing a forum for information exchange and preparedness planning and training. The Commission coordinates emergency response among the County, cities, schools, volunteer groups, and the private sector. The Commission's work fosters better communication among local, State, and federal agencies.

During this review period, the EPC's accomplishments included:

- Recommended that the Los Angeles County Office of Education (LACOE) and other school districts distribute the "Quick Response Threat Management Procedure" guidebook to schools throughout the County. This guidebook provides administrators with information on how to handle threats to employees or students. As a result, LACOE disseminated copies to school administrators at workshops and meetings throughout the year. In addition, several hundred copies of the guidebook were requested and sent to districts outside the County.
- Sponsored or co-sponsored annual seminars and ongoing workshops for hundreds of individuals. Topics included the exploration of California disaster preparedness, response, recovery, and mitigation issues; the Homeland Security threat assessment from the federal, State, and local levels; and the detailed reviews of two New York City educators on what happened before, during, and after September 11, 2001.
- Began a multi-year outreach program to help jurisdictions identify and use the Internet and other technological tools in planning for emergencies. The EPC worked in conjunction with the OEM, the Governor's Office of Emergency Services, and Disaster Management Area Coordinators (DMACs) as well as

other State and local agencies. In addition, the EPC set up its own website to act as a resource guide and link for other organizations.

For the next evaluation period, the EPC will work closely with the OEM and the DMACs on identifying cities' progress in meeting the requirements of the Disaster Mitigation Act of 2000. The Commission will also work with the LACOE and the University of California, Los Angeles School of Public Policy and Social Research to provide improved emergency programs to schools. In addition, the EPC continues to conduct workshops and seminars as well as host its annual Award of Merit Luncheon.

Please call if you have any questions.

JTM:DR:RD

Attachments

- c: Violet Varona-Lukens, Executive Officer
- Robin A. Guerrero, Chief, Board Operations
- Jim Corbett, Manager, Commission Service
- Gary D. Milliman, Chair, Emergency Preparedness Commission
- Yolanda Pahua, EPC Executive Director, Office of Emergency Management

COMMISSION SUNSET REVIEW
LOS ANGELES COUNTY EMERGENCY PREPAREDNESS COMMISSION
REVIEW COMMENTS

Mission. (Does the mission statement agree with the Board of Supervisors' purpose and expectations?)

Stated mission is as set forth in the ordinance creating the Emergency Preparedness Commission (EPC or Commission). **CONCUR**

Section 1. Relevancy. (Is the mission still relevant and in agreement with the Board of Supervisors' purpose and expectations?)

The EPC performs a vital function by providing a forum for information exchange and preparedness planning and training. The Commission coordinates emergency response among the County, cities, schools, volunteer groups, and the private sector. The EPC's work fosters better communication among local, State, and federal agencies. **RELEVANT**

Section 2. Meetings and Attendance. (Are required meetings held and is attendance satisfactory?)

The EPC meets eleven times a year. From July 1, 2000 to March 31, 2004 the EPC held 42 meetings with an average attendance of 6.7 (74%) members. **SATISFACTORY**

Sections 3 and 4. Accomplishments and Results. (Are listed accomplishments and results significant?)

During this review period, the EPC's accomplishments included:

- Recommended that the Los Angeles County Office of Education (LACOE) and other school districts distribute the "Quick Response Threat Management Procedure" guidebook to schools throughout the County. This guidebook provides administrators with information on how to handle threats to employees or students. As a result, LACOE disseminated copies to school administrators at workshops and meetings throughout the year. In addition, several hundred copies of the guidebook were requested and sent to districts outside the County.
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- Began a multi-year outreach program to help jurisdictions identify and use the Internet and other technological tools in planning for emergencies. The EPC worked in conjunction with the Office of Emergency Management (OEM), the Governor's Office of Emergency Services, and Disaster Management Area Coordinators (DMACs) as well as other State and local agencies. In addition, the EPC set up its own website to act as a resource guide and link for other organizations.
- Hosted its annual Award of Merit Luncheon to recognize individuals or groups that made significant contributions to emergency preparedness. Past recipients include Sheriff Sherman Block, Los Angeles County Supervisor Michael Antonovich, Los Angeles Mayor Richard Riordan, and former Supervisor Kenneth Hahn. **SIGNIFICANT**

Section 5. Objectives. (Are the objectives compatible with the mission and goals and relevant within the current County environment?)

For the next evaluation period, the EPC will work closely with the OEM and the DMACs on identifying cities' progress in meeting the requirements of the Disaster Mitigation Act of 2000. The Commission will also work with the LACOE and the University of California, Los Angeles School of Public Policy and Social Research to provide improved emergency programs to schools. In addition, the EPC continues to conduct workshops and seminars as well as host its annual Award of Merit Luncheon. **RELEVANT**

Section 6. Resources. (Are the resources utilized by the entity in support of the entity's activities warranted in terms of the accomplishments and results?)

Members do not receive compensation. The OEM provides staff support to the Commission. The OEM estimates it incurs \$48,600 in costs (staffing and supplies) per year to support the EPC. **WARRANTED.**

Section 7. Recommendation.

EXTEND THE SUNSET REVIEW DATE FOR THE LOS ANGELES COUNTY EMERGENCY PREPAREDNESS COMMISSION TO JUNE 1, 2008.

**EMERGENCY PREPAREDNESS COMMISSION
ATTENDANCE RECORD**

Commissioner	Nominated by	9/30/00	12/31/00	3/31/01	6/30/01	9/30/01	12/31/01	3/31/02	6/30/02	9/30/02	12/31/02	3/31/03	6/30/03	9/30/03	12/31/03	3/31/04	Totals	% Attended
Number of Meetings per Quarter		2	4	3	3	1	4	3	3	2	3	3	3	2	3	3	42	
Constance Perett	CAO*	1	4	3	3	0	3	3	2	1	3	3	2	1	2	2	33	79%
Chief William T. Sams	CAO*	1	4	3	3	1											12	92%
Chief R. Doyle Campbell	CAO*						1	3	1	2	1	1					9	50%
Chief Sandra Hutchens	CAO*												1	2	1	2	6	55%
Anthony C. Marrone, Jr.	CAO*	2	2	2													6	67%
Daryl L. Osby	CAO*				2	0	4	2	3	2	1	1	3	1	3	3	25	76%
John W. Callahan	Mayor, City of L.A.	2	3	3	3	1	3	3	2	2	1	1					24	77%
Terrance Manning	Mayor, City of L.A.										2	2	3	2	3	2	14	82%
Commander Mark Leap	Mayor, City of L.A.	0	1	3	1	1	4	3	3	2	2	2	3	2	2	3	32	76%
Ellis M. Stanley, Sr., CEM	Mayor, City of L.A.	1	2	2	1	0	2	3	3	1	2	2	3	2	3	2	29	69%
Chief Robert A. Miller	Pres., LACO **	2	3	3	0												8	67%
Gary D. Millman	Pres., LACO **					0	4	2	2	1	1	1	0	1	3	3	18	60%
Hon. Marcine B. Shaw	Pres., LACO **	1	3	2	2	1											9	69%
Hon. Michael L. Miller	Pres., LACO **							2	3	2	3	3	3	2	3	3	24	96%
Hon. Joan House	Pres., LACO **	2	3	3	2	1											11	85%
Hon. Ken Blackwood	Pres., LACO **							2	3	2	3	3	3	1	0	3	20	80%
Totals		12	25	24	17	5	21	23	22	15	19	19	21	14	20	23	280	
																		Average Attendance per Meeting → 6.7

* Nominated by the Chief Administrative Officer (CAO) and appointed by the Board of Supervisors.

** Nominated and appointed by the President of the Los Angeles County Division of the League of California Cities (LACO).